

## ***Update on the Reorganization of the California Department of Health Services***

**February 14, 2007**

This month's update on the California Department of Health Services (CDHS) Reorganization covers four main areas – the introduction of the Change Management Consultant, the organizational structure descriptions and charts for the California Department of Public Health (CDPH) and Department of Health Care Services (DHCS), information about how the reorganization will impact promotional examinations and list appointments, and contest rules for designing logos for CDPH and DHCS.

### **Change Management Consultant**

As part of implementing the reorganization required by Chapter 241, Statutes of 2006 (SB 162), CDHS recently acquired the independent professional consulting services of Hubbert Systems Consulting, Inc. (HSC) to staff the Office of Change Management. HSC will assist the Reorganization Project Management Team with planning, guiding, and tracking the implementation of transition activities associated with the reorganization over the next five months.

HSC is a locally owned small business specializing in consulting services for project and risk management in the health care arena. HSC has prior experience and success working with government entities, including CDHS' Office of HIPAA Compliance.

Currently HSC's senior consultant project manager is interviewing each Deputy Director and member of Executive Staff to get their assessments of how the reorganization will impact their programs and what are the areas of greatest concern to their staff, management, and customers. In February HSC will provide department management with the findings, an assessment of the opportunities or risks associated with them, and recommendations on how to capitalize on opportunities and to mitigate risks. The next steps in the Change Management process will involve prioritizing recommendations, tracking progress made in implementing them, evaluating the actual impact made, and modifying risk management activities as necessary to achieve the best possible outcomes.

### **CDPH and DHCS Organizational Structure Descriptions and Charts**

The organizational structure descriptions and charts for CDPH and DHCS are available for viewing on the CDHS website at:

<http://dhs.ca.gov/home/organization/reorganization/default.htm>

These organization charts display the structures of the departments down to the center or division level. More detailed organization charts, showing branches and sections, are being developed and will be posted to the website with subsequent Reorganization Updates.

## **Personnel – List Appointments and Examination Process**

Many CDHS employees have been inquiring about how list appointments and examinations will be handled once the current CDHS splits. To help answer these questions, the Personnel Management Branch has provided the following information.

- Once CDHS splits, all lists that resulted from examinations given by CDHS will belong to DHCS. However, there will be an agreement between the two new departments that allows CDPH to use the DHCS lists to make appointments. This will be the case until CDPH gives its own examinations for each specific classification.
- Examinations currently in progress for classifications used only by CDPH or DHCS will result in lists for that specific department's use. Exams in progress for classifications that are used by both departments will remain with the DHCS, with agreement that these lists can also be used by CDPH until it gives its own examination for the specific classification.
- The Department's Personnel Management Branch asked the State Personnel Board about CDHS' employees' options for taking future promotional examinations in CDPH and DHCS. SPB responded that, by rule (CCR 235), employees who have left a state department have a right to take promotional examinations given by their former department for a period of three years. Consequently, CDHS employees who move to CDPH will be allowed to participate in promotional exams given by DHCS because it will be deemed their former department.

However, since CDPH will be a newly created department, employees assigned to DHCS will never have worked in CDPH and therefore do not qualify to participate in promotional exams given by CDPH. The Department asked SPB for a waiver of this provision; but, although sympathetic to the situation, SPB could not waive the rule because it directly follows state statute.

To provide comparable promotional opportunities for current CDHS employees, CDPH and DHCS will make every effort to coordinate future testing for classifications used in both departments, either by scheduling examinations at the same time or by holding a multi-departmental examination so that both departments can make appointments from the same list.

## **Help Design the New Logos for CDPH and DHCS**

The California Department of Health Services (CDHS) is holding a contest to find two new logo designs, one for the **California Department of Public Health (CDPH)** and one for the **Department of Health Care Services (DHCS)**. This is a great time to put your creative talents to work and help design logos that will capture the spirit of each department.

**Logo Guidelines:**

- Each logo should reflect the mission of CDPH and DHCS: to protect and improve the health of all Californians.
  - ❖ CDPH will accomplish this by administering a broad range of population-based public and environmental health programs.
  - ❖ DHCS will accomplish this by financing and administering a number of individual health care service delivery programs.
- A Committee made up of the Executive Staff and a broad cross section of CDHS employees will select the logos. The Director has asked each Chief Deputy Director to nominate 10 staff to serve on the Selection Committee (including support, technical, analytical, supervisory, and managerial staff). Each Committee member will have an equal vote.
- Each entry will be given an identifier number and the identity of the logo submitter will remain anonymous to the Selection Committee.
- If the Selection Committee is unable to decide on the final logo for each department, a "people's choice" poll via the CDHS intranet will be used to solicit more feedback. If polling is needed to narrow the selections, final decisions will be made by a sub-Committee made up of the Director and Chief Deputies.
- Artists participating in the contest give up all ownership and rights to submitted designs.
- CDHS reserves the right to merge two or more logo design submissions to create new designs. In this event, each contributor will be recognized as a winner.
- A graphic artist, in preparation for use, may rework the winning logos.
- The winning submissions will be announced in late March or early April 2007.
- The winning logos may be used in various business, outreach, media, and promotional materials, such as letterhead, business cards, brochures, websites, forms, and publications.
- The winning logos will be the property of the State of California.

**Prize:**

The winner(s) of the logo design contests will have lunch with the CDHS Director, Sandra Shewry and the State Public Health Officer, Dr. Mark Horton, plus you will have the enduring respect and admiration of your colleagues!

**Contest Rules:**

- All CDHS employees are eligible to participate.
- Each entry should be submitted in hard copy on an 8.5" by 11" piece of paper. One entry per page.
- You may submit more than one entry.
- Each entry may be submitted in color or black and white.
- All entries must be your original design and free of copyrights.
- Include your name, telephone number, and email with each entry.
- Entries will not be returned.
- Entries that do not conform to these guidelines will be ineligible for judging.

- Submit your entries to Roslyn McClain by either:
  - Dropping them off at 1501 Capitol Ave., Suite 71.6001; Sacramento, CA 95814 or
  - Mailing them to: State of California, California Department of Health Services; Attn: Roslyn McClain; P.O. Box 997413, MS 0000; Sacramento, CA 95899-7413
- Deadline for submissions is ***Monday, March 12, 2007.***

### **Logo Design Selection Committee:**

We are seeking individuals to participate on the Logo Selection Committee. The Selection Committee will be comprised of Executive Staff and the 30 employees selected by the Chief Deputy Directors. The Chief Deputy Directors Tom McCaffery, Mark Horton, and Bob Tousignant will each select ten employees from their respective areas to serve on the Committee.

Statewide participation is encouraged. All Committee members will need to be in Sacramento for an in-person meeting on **Monday, March 19, 2007 from 2-4 pm.** If you are interested in serving on the Committee – please discuss your interest with your supervisor. If you and your supervisor support your participation in the Logo Selection Committee (1 hour of review time prior to the meeting and participation in the 2 hour meeting) please send a note with your name, email, phone number, work location, and organizational unit to Roslyn McClain at [rmcclai1@dhs.ca.gov](mailto:rmcclai1@dhs.ca.gov). Nominees from each area will be provided to the Chief Deputy Director for that area. The Chief Deputy Directors will make the selections of Committee members from employees in their respective areas.

Nominations are due by **March 5, 2007.** The employees chosen as Committee members will be notified on **March 8, 2007.**

### **Questions:**

Contact Roslyn McClain at (916) 319-9634 or by e-mail at [rmcclai1@dhs.ca.gov](mailto:rmcclai1@dhs.ca.gov)

### **Frequently Asked Questions (FAQs)**

The examination and list appointment information provided above has also been incorporated into the Reorg's FAQs, which can be viewed on the Reorg website at: <http://dhs.ca.gov/home/organization/reorganization/default.htm>

Please remember to send any questions you would like to have answered, to the Reorg mailbox. The Reorganization Project Management Team will update the Reorg FAQs at least monthly.

As always, we would like to hear your thoughts and questions about the reorganization. Please send them to [Reorg@dhs.ca.gov](mailto:Reorg@dhs.ca.gov).